## **Revision History**

This section will contain details of changes to the document.

	Date	Version	Description of Updates	Author
Ī	8/12/2009	1.1	Technical bulletin sent to Regional Centers.	DDS

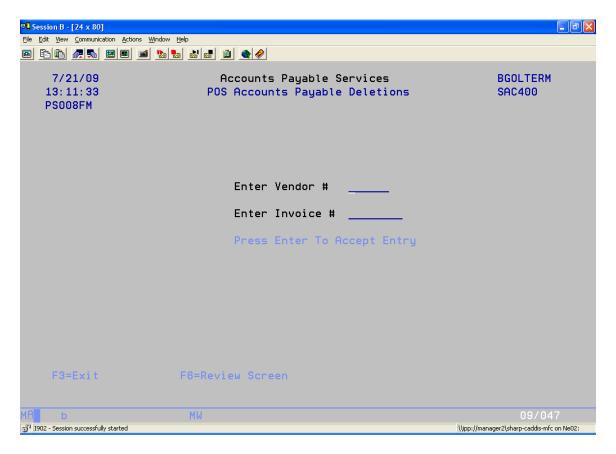
## **POS Invoice Deletion Program**

The POS Invoice Deletion program has been updated so POS invoice detail line dates will be consistent with changes being made to the POS Invoicing process. New program features include:

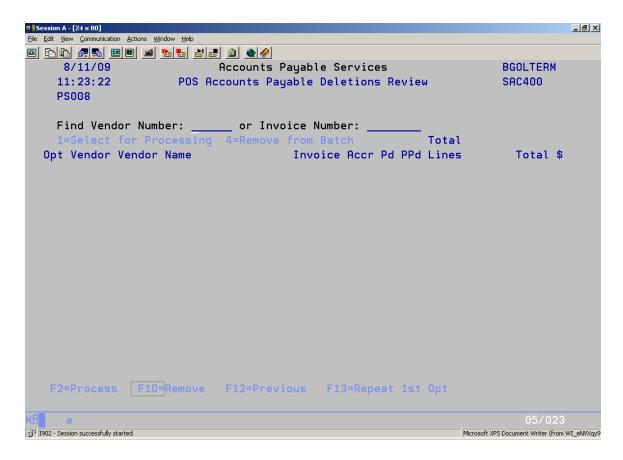
- The flow of the program has been modified so the user may review entered invoices prior to deleting them.
- Entered invoices may be removed from the batch prior to processing.
- A report has been added to show invoices processed not requiring a journal entry.
- Printer control is available on the new report; the report id is PS00801A.

## **POS Invoice Deletion Program Instructions**

At the first screen of the POS Invoice Deletion program, enter the invoices to be deleted. Required entry is the POS vendor number and the invoice number followed by the enter key. Enter as many invoices as desired. When the entire batch has been entered, select **F-6** to review entry. **F-3** may be selected to exit the program without processing. If the program is exited, the batch will not be saved.

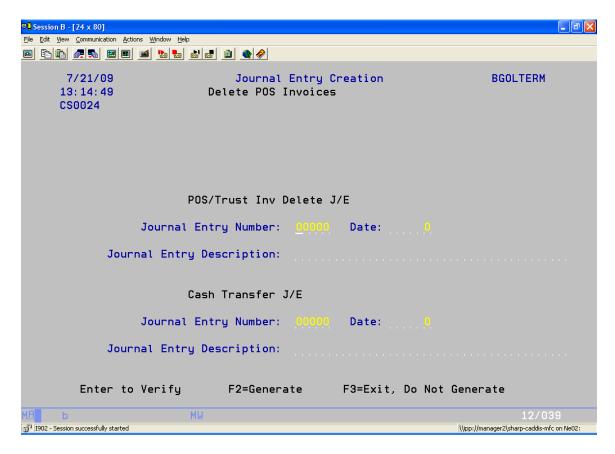


Entered invoices can be reviewed to verify that the correct entry has been made. If the entered invoice is incorrect, it may be removed from the batch at this point by entering a "4" in front of the invoice followed by **F-10**. The user may return to the entry screen at this time to enter a new invoice.



Once the user is satisfied with the deletion batch, enter a "1" in front of each of the invoices to select. If a "1", is entered before the first invoice, selecting **F-13** will copy that entry to all invoices in the batch. Once all invoices have been selected, select **F-2** to process the batch. If none of the selected invoices have been accrued or paid, a journal entry will not be required, and the batch will be completed at this time. Deleted invoices will be printed on a new report PS00801A, "Invoice Deletions Not Requiring a Journal Entry" and invoice records will be updated with a "D" status.

If any invoices in the batch to be deleted have been accrued or paid, the user will be prompted to enter a journal entry. To complete the batch from the journal entry screen, enter journal entry information and select **F-2** to generate.



The user may exit from the journal entry screen without completing the batch by selecting **F-3**. If **F-3** is selected, invoices in the batch that did not require a journal entry will already have been processed and invoices requiring a journal entry will be saved.